

SAMPLE

[Your Company's Letterhead]

Date: [Insert Date]

To Whom It May Concern,

Subject: Employment Confirmation for [Employee Name]

We are pleased to confirm the employment of **[Employee Name]** with **[Your Company Name]**. **[Employee Name]** has been employed as a **[Job Title]** since **[Start Date]**, at our company's location: **[Company Address]**.

[Employee Name] currently holds a **Full-Time** position, working between **35-40 hours per week**, with an hourly wage of **[\$X.XX]**. In this role, they have been fulfilling a range of responsibilities, including but not limited to:

- [Key responsibility #1]
- [Key responsibility #2]
- [Key responsibility #3]

If further information is required, please feel free to contact the undersigned.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Company Address]

[Contact Information]

